
Summary

Oversees administrative support activities for Middle School & High School Ministries, working with the Pastors, Residents, Leaders, Families, and Students.

Major Responsibilities

- Responsible for communicating with students, parents, student leaders, and the 2RC congregation regarding student ministry through mailings, emails, phone calls, and other 2RC communication channels (Realm, Social, etc.).
- Participate in planning, manage registration forms/money, and help execute student events/trips.
- Maintain the online database for students.
- Responsible for recruiting parents/volunteers for student ministry needs such as Life Safety, check-in, and special events.
- Assist the Student pastors by managing calendars, budgets & receipts, phone calls, background checks, supplies, weekly shopping, etc.

Other Responsibilities

- Work with other staff members to support their ministries.

This is a part-time 20-25 hour position.